



PROGRAM GUIDE

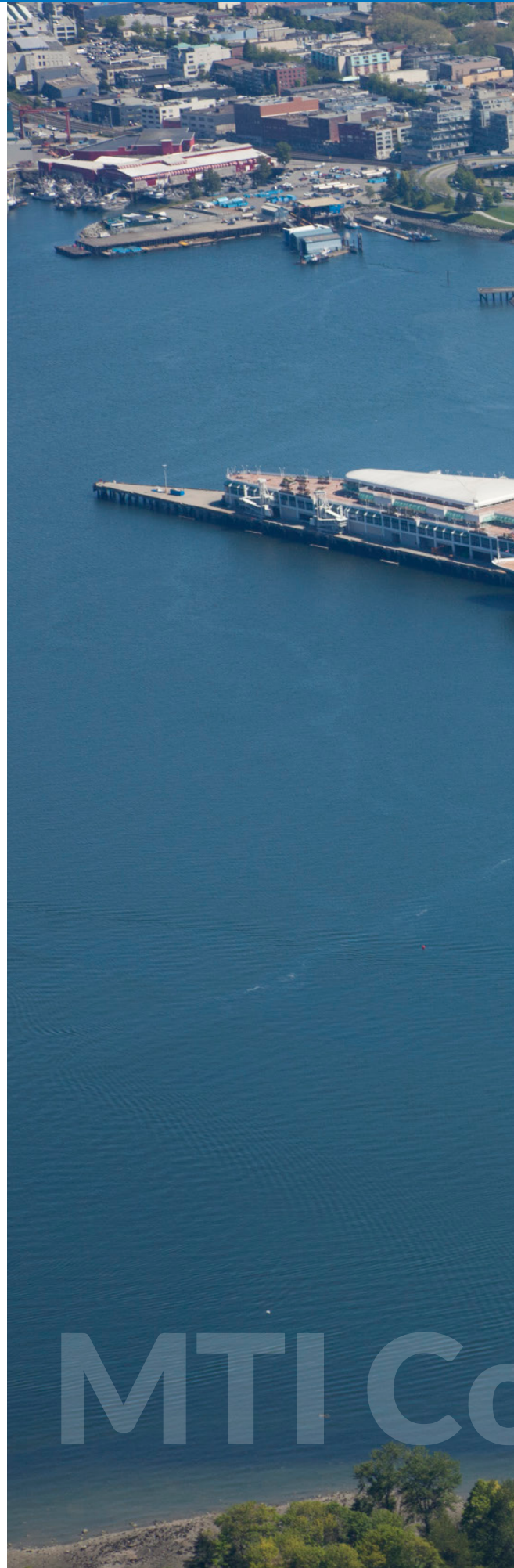


YOUR FUTURE STARTS HERE
AT MTI COMMUNITY COLLEGE

WELCOME TO

MTI Community College

For over 25 years, MTI Community College has been delivering high quality training that our graduates consistently rave about. Our programs are career-oriented, allowing you to start working soon after you graduate. We have six convenient locations, including four in the Lower Mainland, and two in the Fraser Valley. With programs in four faculties, we are proud to offer you an exciting opportunity to train for a better career, and a better future. The next chapter of your life starts today.



MTI Co



Community College



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1. The Faculty of Child, Family, & Community Studies

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• Childcare Assistant

15 Weeks

This Certificate program is designed for those who wish to work in childcare settings as certified assistants. Graduates will apply for their Assistant Certification through the Early Childhood Education (ECE) Registry. MTI Community College specializes in teaching the Reggio Emilia approach to childcare. The Reggio Emilia approach is based on following the children's interests, involving them in hands-on, multi-sensory activities and active exploration. The teacher works with the children as a guide and co-explorer using interests and abilities as a blueprint.

When you attend classes at MTI, you receive individualized service and specialized training in our manageable class size

settings. Our approach is to provide you with knowledge-based education and mentorship using highly qualified instructional staff.

After you graduate with a Childcare Assistant Certificate you can work in childcare settings for 3 to 5 year olds and are eligible to apply for an Assistant License through the ECE Registry, Ministry of Children and Family Development. The courses in this program are transferable to MTI's Ministry approved Early Childhood Care & Education Certificate Program.

Curriculum

- | | | |
|--|-----------------------|-------------------------------------|
| • Introduction to Technology | • ECCE Foundations | • First Aid |
| • Child Growth & Development :
0 to 5 Years | • Guiding & Caring | • Career & Professional Development |
| | • Emergent Curriculum | |
-

• Early Childhood Care & Education

48 Weeks - 10 Weeks Practicum Included

This Certificate program is designed for you to qualify as a Certified Early Childhood Educator in British Columbia. You will be certified to work with children in a variety of childcare settings, including daycare centres and pre-schools. You may even want to start your own daycare business!

MTI Community College specializes in teaching the Reggio Emilia approach to childcare. The Reggio Emilia approach is based on following the children's interests, involving them in hands-on, multi-sensory activities and active exploration. The teacher works with the children as a guide and co explorer, using interests and abilities as a blueprint.

When you attend classes at MTI, you receive individualized service and specialized training in our manageable class size settings. Our approach is to provide you with knowledge-based education and mentorship using highly qualified instructional staff.

You will receive ten weeks of practicum placement experience that provides you with excellent training, networking and job prospects. You will also have career preparation where we help you with your resume and assist you in finding employment as an Early Childhood Educator. We know our program will work for you as it did for the 93.87% of MTI grads that got employed last year.

Students who graduate with a Certificate, and who successfully complete 500 hours of work experience under a certified Early Childhood Educator, will be eligible for registration with the Early Childhood Education Registry, Ministry of Child and Family Development.

Curriculum

- | | | |
|---|---|---|
| • Introduction to Technology | • Advocacy | • Health, Safety & Nutrition |
| • Child Growth & Development :
0 to 5 Years | • Emergent Curriculum | • Observation & Recording Theory
& Application |
| • Child Growth & Development :
6 to 12 Years | • Music & Movement | • Practicum I |
| • ECCE Foundations | • Science, Socials & Math | • Practicum II |
| • Guiding & Caring | • Emergent Art | • Career & Professional Development |
| | • Language & Literature | |
| | • Parent, Teacher & Community Relations | |
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• Post-Basic Training

Year 2 Diploma Only - 38 Weeks - 10 Weeks Practicum Included

ECCE Infant Toddler & Special Needs Diploma - 85 Weeks - 20 Weeks Practicum Included

ECCE Infant Toddler Diploma - 71 Weeks - 15 Weeks Practicum Included

ECCE Special Needs Diploma - 71 Weeks - 15 Weeks Practicum Included

The second year of the Early Childhood Care and Education diploma program is designed to qualify you as a Certified Infant/Toddler Educator and Special Needs Educator in British Columbia. You will be certified to work with children, ages 0 to 5, in a variety of childcare settings, including daycare centres and pre-schools. Post-Basic training prepares you to work with infants and toddlers, and children with special needs in supported childcare settings. You will gain the knowledge and practical experience necessary to be successful when working with children that require additional support in their development. Also, you will learn the skills necessary to work with infants and toddlers in childcare settings.

When you attend classes at MTI you receive individualized

support and specialized training as a result of our manageable class sizes. Our approach is to provide you with knowledge-based education and mentorship using highly qualified instructional staff. You will complete 2 practicum experiences in Year 2 of this Diploma Program that will provide you with excellent training, networking and job prospects. Students who complete the Special Needs and Infant/Toddler components will be eligible for registration as Certified Special Needs Educators and Infant/Toddler Educators. Completion of the Special Needs and Infant/Toddler Diploma also gives you the opportunity for advancement into supervisory roles in ECE settings.

Curriculum

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|------------------------------|--|---|
| • Introduction to Technology | • Physical Care & Safety for Special Needs | • Physical Care & Safety for Infants & Toddlers |
| • Advanced Child Development | • Special Needs Practicum | • Infant & Toddler Practicum Seminar |
| • Working with Families | • Special Needs Practicum Seminar | • Career & Professional Development |
| • Administration | • Working with Infants & Toddlers | |
| • Working with Special Needs | • Infant & Toddler Practicum | |
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• Special Education Teacher Assistant

45 Weeks - 8 Weeks Practicum Included

This Diploma program is designed for you to assist teachers in working with students in the Kindergarten to Grade 12 school system. You will be trained to support children and youth who present with a wide range of abilities so that these children and youth can participate fully as members of a community of learners.

As a Special Education Teacher Assistant you will work under the direction of classroom teachers or resource teachers to give special attention to students with physical, learning or emotional needs. In your program you will learn to implement individualized or group instruction in communication skills, life skills, behaviour management techniques and adaptive physical education. You will learn how to assist classroom teachers in the modification of curriculum, assignments and tests to accommodate students with special needs.

When you attend classes at MTI, you receive individualized service and specialized training in our manageable class size settings. Our approach is to provide you with knowledge-based education and mentorship using highly qualified instructional staff.

You will receive eight weeks of practicum placement experience that provides you with excellent training, networking and job prospects. You will also have career preparation where we help you with your resume and assist you in finding employment as a Special Education Teacher Assistant.

Curriculum

- | | | |
|--------------------------------------|--|-------------------------------------|
| • Introduction to Technology | • Language Learning and Math | • Fetal Alcohol Spectrum Disorder |
| • Roles & Responsibilities of the EA | • Meeting the Physical Needs of Children With Disabilities | • Practicums I & II |
| • Exceptional Learners | • Communication in the Classroom | • Word Level I |
| • Learning Disabilities | • Autism Spectrum Disorder | • PowerPoint Level I |
| • Child & Adolescent Development | • Alternative / Augmentative Communication | • Career & Professional Development |
| • Managing Student Behaviour | | |
| • Specialized Skills and Practice | | |
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• Community Support Worker

38 Weeks - 4 Weeks Practicum Included

As a Community Support Worker graduate you will be trained to work with children and adults with developmental and psychiatric disabilities as one-to-one workers and in group-home settings.

The Community Support Worker program offers both theory and practice associated with providing emotional support, assistance with activities of daily living, team approach care, conflict resolution, strategies for independent living and behaviour assessment and management.

Theory and practice will prepare you to work as a caring individual who can assist clients/residents to have opportunity to work toward their maximum level of self-reliance and independence.

This exciting and challenging career will allow you to work in non-government organizations, government and private agencies, residential care homes for children, youth and adults, and supported employment settings.

Curriculum

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|--|---|-------------------------------------|
| • Introduction to Technology | • Health, Safety & Nutrition | • PowerPoint Level I |
| • Medical Terminology – Healing 1A | • Activity Planning | • Keyboarding |
| • Cognitive and Mental Health Challenges – Healing 2 | • Guiding Children's Social Development | • Fundamentals of Professionalism |
| • Personal Care & Assistance – Healing 3A | • Special Needs | • Practicum |
| • Multiculturalism | • Child & Adolescent Development | • Career & Professional Development |
| | • Word Level I | |
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• Child & Youth Care Worker

40 Weeks - 4 Weeks Practicum Included

When you enrol in the Child and Youth Care Program, you will complete a comprehensive course of study that includes over 700 hours of class time and 120 hours of practical training in a designated child or youth setting. You will learn important aspects of normative and non-normative development as you focus on treatment and prevention modalities for at-risk children and youth.

You will receive individualized service, and specialized training as a result of our manageable class sizes. You will be in a friendly, supportive learning environment with trained personable support staff to offer assistance.

Your program will have emphasis on four important areas in child and youth care: Developmental Psychology, Professional Practice, Support Modalities and Practical Experience. In each course, you will receive knowledge-based education and mentorship from your experienced, qualified instructors.

When you graduate from the Child and Youth Care Program, you will demonstrate competence in intervention, communication, activity planning, and cultural diversity. You can then go on to find employment in a variety of settings including youth drop-in centres, alternative and mainstream, after-school programs, alcohol and drug prevention programs, youth at-risk and outreach programs, teen pregnancy centres, special needs programs, and other places of employment that provide services for children and youth.

After your 4 week practicum, you will receive career preparation to help you with your resume and interview skills.

Curriculum

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|------------------------------|--|--|
| • Introduction to Technology | • Standards, Legislation and Ethics | • Activity Planning for Children & Youth |
| • Word Level I | • Special Topics in Child and Youth Care | • Fundamentals of Professionalism |
| • Excel Level I | • Guiding Children's Social Development | • Health, Safety and Nutrition |
| • PowerPoint Level I | • Special Needs | • At Risk and Criminalized Youth |
| • Multiculturalism | • Child & Adolescent Development | • Practicum |
| • Intervention Strategies | • Child, Family & Community Relations | • Career & Professional Development |
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• Community Support & Youth Worker

48 Weeks - 6 Weeks Practicum Included

When you enrol in the Community Support & Youth Worker Program, you will complete a comprehensive course of study that includes over 900 hours of class time and two practical training sessions. You will learn important aspects of normative and non-normative development as you focus on treatment and prevention modalities for at-risk children and youth, as well as youth and adults with special needs. You will receive individualized service, and specialized training as a result of our manageable class sizes. You will be in a friendly, supportive learning environment with well trained personable support staff to offer assistance. Your program will have emphasis on five important areas in: Developmental Psychology, Professional Practice, Support Modalities, Personal Care Skills, and Practical Experience. In each course, you will receive knowledge-based education and mentorship from your experienced, qualified instructors.

When you graduate from Community Support & Youth Worker Program, you will demonstrate competence in professionalism, communication, activity planning, conflict resolution, strategies for independent living and cultural diversity. With your 3 certifications you can then go on to find employment in a variety of settings including youth drop-in centres, alternate, mainstream, and after-school programs, alcohol and drug prevention programs, youth at-risk and outreach programs, teen pregnancy centres, special needs programs, counselling service providers, government and private agencies, residential care homes for children, youth and adults, and supported employment settings.

Curriculum

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|--|---|-------------------------------------|
| • Interpersonal Communications | • Activity Planning | • At Risk and Criminalized Youth |
| • Multiculturalism | • Medical Terminology – Healing 1A | • Word Level I |
| • Special Needs | • Cognitive and Mental Health Challenges | • Excel Level I |
| • Standards, Legislation and Ethics | • - Healing 2 | • PowerPoint Level I |
| • Special Topics in Child and Youth Care | • Personal Care & Assistance – Healing 3A | • Practicum I & II |
| • Guiding Children's Social Development | • Fundamentals of Professionalism | • Career & Professional Development |
| • Child & Adolescent Development | • Health, Safety and Nutrition | |
| • Child, Family and Community Relations | • Intervention Strategies | |

• Addictions Worker

43 Weeks - 8 Weeks Practicum Included

During the Addictions Worker program, students learn to apply the principles of addiction, pharmacology and structured relapse prevention planning. Students gain practical skills in intake, assessment, motivational interviewing and treatment planning with a strong emphasis on case management and professional ethics. The program focuses on developing group facilitation skills as well as entry-level skill development in 1-to-1 counselling. Coverage includes an in-depth study of family dynamics and addiction as well as special populations: First Nations and other ethnic/cultural groups, youth, sexual minorities, elderly, concurrent disorders, homeless, gender (women), crime, HIV/AIDS and suicidal clients.

Principles of communication are explored in great depth and students receive Non Violent Crisis Intervention certification and First Aid training. Strong focus is given to presentation skills, Microsoft Office Applications, documentation and record keeping, ability to multi task and prioritize, organizational and detail skills, professionalism, confidentiality, interpersonal skills and being a team player.

After your 8 week practicum, you receive career preparation to help you with your resume and interview skills.

Curriculum

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| • Word Level I | • Case Management and Professional Ethics | • Special Topics in Child & Youth Care |
| • PowerPoint Level I | • Family Dynamics & Addiction | • Non-Violent Crisis Intervention |
| • Principles of Addiction | • Group & Individual Substance Abuse Counseling | • Interpersonal Communications |
| • Process Addictions | • Treatment Approaches & Options | • Human Development |
| • Pharmacology | • Special Populations | • Abnormal Psychology |
| • Structured Relapse Prevention Planning | • First Aid | • Practicum |
| • Intake / Assessment / Interviewing | | • Career & Professional Development |



Testimonials

I feel I made the right choice to study Early Childhood Care and Education at MTI Community College. MTI has a beautiful environment, wonderful teachers and staff and I found a position right after practicum in the ECE field. I can continue to work with children and I really appreciate that MTI gave me this chance

- Sophie D., Early Childhood Care & Education



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• Medical Lab Assistant

44 Weeks - 4 Weeks Practicum Included - Domestic Students Only

As a graduate from our Medical Lab program, you will be competent in all administrative and clinical functions necessary to obtain employment in a medical lab setting. You will be trained in the collection of specimens from patients, phlebotomies, initial processing preparation and reception services, performance of Echocardiograms and a variety of basic laboratory procedures, which are performed under the supervision of a trained medical laboratory technologist. As a Medical Laboratory Assistant, you are an integral part of the laboratory workforce. You represent the laboratory to the public and, therefore, must exhibit a professional and conscientious demeanour.

Your specialized studies will include: medical terminology, anatomy and disease, pharmacology, computerized scheduling, interactive computerized billing, telephone triage, office accounting and communications as well as instrument operations that include: microscopes; centrifuge, pipettes, and Electrocardiograph (ECG) machines. You will also learn how to prepare reagents for laboratory procedures. Qualified instructors with extensive clinical and lab experience will ensure that you receive the training

required to support physicians and lab technologists, and put you on the front lines of patient care. You will be qualified to perform many tasks such as blood draws, urinalysis, ECGs, slide preparation and collection of specimens.

After successful completion of the course work, practical skills and professional competencies you will be eligible for a practicum placement and to write the Canadian Society of Medical Laboratory Science (CSMLS) certification exam for Laboratory Assistants – a designation that is recognized across Canada. You will receive career preparation where we will help you with your resume and assist you in finding employment as a Medical Lab Assistant.

When you have successfully completed the program, you will be qualified to work in many different settings such as: medical offices, walk in clinics, chiropractic or physiotherapy offices, insurance agencies, hospitals, private labs, research labs, naturopathic offices and pharmaceutical companies.

The Medical Lab Assistant program delivered by MTI Community College is accredited by the Canadian Medical Association.

Curriculum

• Introduction to Technology • Medical Terminology • Anatomy & Disease • Medical Office Procedures • Medical Office Accounting • Specimen Collection • Specimen Handling • Electrocardiography Theory & Clinical Practice	• Clinical & Lab Skills • CSMLS 6 Pre-Analytical Procedures • CSMLS 7 Reagent / Media Prep • Word Level I • Excel Level I • PowerPoint Level I • Keyboarding • Practicum • Career & Professional Development	• Medical Billing • Pharmacology • Clinical Testing • Interpersonal Communications • Introduction to MLA • Medical Legalities & Quality Assurance • Laboratory Fundamentals / WHMIS
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• Pharmacy Assistant

33 Weeks - 4 Weeks Practicum Included

The Pharmacy Assistant Program at MTI will prepare you for an exciting career as a Pharmacy Assistant in a community pharmacy, Internet pharmacy or in a pharmaceutical distribution company.

Our manageable classes lead to an individualized approach to your success. You will be taught by experienced and highly qualified instructors who continue to work in the field outside of MTI in order to remain current, and provide you with the most up to date techniques available in the industry.

You will be trained to read and dispense prescriptions, make compounds, use pharmacy computer software, order pharmaceuticals, maintain inventory and do calculations relating to the pharmacy. You will also learn about pharmacy laws, Pharmacare and medical terminology as well as learn about herbal and other forms of alternative medicines.

This hands-on program finishes with a four week practicum in a retail pharmacy setting, followed by career preparation where we will help you with your resume and assist you in finding employment as a Pharmacy Assistant.

Curriculum

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|----------------------|--|-------------------------------------|
| • Keyboarding | • Medical Ethics | • Dispensing & Compounding |
| • Word Level I | • Community Pharmacy | • Introduction to Hospital Pharmacy |
| • Excel Level I | • Medical Terminology | • Retail Pharmacy Practicum |
| • PowerPoint Level I | • Pharmacy Computer Applications & Billing | • Career & Professional Development |
| • Pharmacy Math Prep | • Pharmacology & Prescriptions | |
| • Business English | • Pharmaceutical Calculations | |
-

• Pharmacy Technician

45 Weeks - 8 Weeks Practicum Included - Domestic Students Only

The Pharmacy Technician Program at MTI will prepare you for an exciting career as a Pharmacy Technician in a community pharmacy, internet pharmacy, hospital, care facility or in a pharmaceutical distribution company. Our manageable classes lead to an individualized approach to your success. You will be taught by experienced and highly qualified instructors who continue to work in the field outside of MTI. They remain current, and provide you with the most up to date techniques available in the industry.

You will be trained to read and dispense prescriptions, make compounds, use pharmacy computer software, prepare intravenous admixtures, use proper aseptic techniques, safely handle and prepare cytotoxic drugs, order pharmaceuticals, maintain inventory and do calculations relating to the pharmacy. You will also learn about pharmacy laws and medical ethics, Pharmacare, hospital practice and medical terms as well as be informed about herbal and other forms of alternative medicines. Emphasis throughout the program is the application of theoretical knowledge to practical skills.

Pharmacy Technicians are a critical part of the health care team. Working closely with Pharmacists in hospitals and community pharmacies, they ensure that the highest standards of quality and accuracy are met in the compounding and dispensing of drugs that are vital to the survival and wellbeing of their clients. Pharmacy Technicians play a key role in assisting pharmacists

in prescription processing and preparation, across all pharmacy settings-community, hospital and long-term care. This hands-on program finishes with a retail and a hospital practicum. Students should be prepared to complete their practicum anywhere in the Greater Vancouver or Fraser Valley regions. The college will prepare you for employment with a Career & Professional Development Course where we will help you with your resume and assist you in finding employment.

MTI's Pharmacy Technician Program will prepare you to sit the national exams and structured practical training to become a regulated technician. The fees for the national exam, structured practical training and registration with the College of Pharmacists of B.C. are not included in the MTI program fees. Graduates must complete the national exams and structured practical training in order to use the title "Pharmacy Technician." While graduates are waiting to complete all the requirements of the registration and regulation process they will be eligible to work as a Pharmacy Assistant. Refer to the College of Pharmacists of BC web site for detailed information on the regulation of Pharmacy Technicians. The Pharmacy Technician program at MTI Community College has been awarded the status of Full Accreditation by the Canadian Council for Accreditation of Pharmacy Programs for a five year term from 2014 until 2018.

Curriculum

- Keyboarding
- Word Level I
- Excel Level I
- Pharmacy Math Prep
- Community Pharmacy
- Medical Ethics
- Communications
- Medical Terminology
- Pharmacology & Prescriptions
- Pharmaceutical Calculations
- Pharmacy Computer Applications & Billing
- Compounding
- Dispensing Labs
- Introduction to Pharmacy
- Hospital Pharmacy Aseptic Techniques
- Hospital Lab Practice
- Community Pharmacy Workshop
- Hospital Pharmacy Workshop
- Comprehensive Exam
- Dispensing & Compounding
- Drug List Exam
- Retail Pharmacy Practicum
- Hospital Pharmacy Practicum
- Career & Professional Development

• Dental Assistant

48 Weeks - 3 Weeks Practicum Included

The Dental Assisting Program is a 48 week intensive program offering comprehensive clinical and academic courses to prepare you for a rewarding career in dentistry. You will acquire the knowledge and clinical skills required of a certified dental assistant. Certified dental assistants have many employment opportunities such as, private dental practice, public health, pharmaceutical sales, and dental education.

The program's student-centered learning philosophy actively engages you in learning and applying the theoretical knowledge to patient care. Case studies, role-plays, presentations, community projects, and hands-on activities develop your confidence and abilities for patient care. Clinic simulation and supervised patient clinics develop and hone your clinical, communication, and critical thinking skills. You will graduate from the program with the knowledge, clinical skills, and professional attributes expected of a certified dental assistant. Clinical sessions are held at MTI's Dental Clinic in Burnaby, and may occur any day of the week, including weekends, and during the daytime or evening. You will be given a program schedule indicating dates and times of clinical sessions.

Upon successful completion of the program, you will receive a Dental Assisting Diploma. You will then take the National Dental Assisting Examining Board (NDAEB) exam(s). The NDAEB is mandatory for all dental assistants in Canada. Upon successful completion of the NDAEB, you may apply to the College of Dental Surgeons of BC (CDSBC) or other provincial dental regulatory college to become a Certified Dental Assistant (CDA).

Curriculum

- Dental Assisting Pre-Clinic
- Dental Assisting Practice Theory
- Dental Applied Sciences
- Patient Assessments and Records
- Preventative Dental Assisting
- Operative Dental Assisting
- Practicum I
- Dental Assisting Pre-Clinic II
- Dental Radiography
- Nutrition
- Prosthodontics and Laboratory Procedures
- Dental Specialties
- Dental Practice Administration
- Dental Assisting Patient Clinics
- Practicum II
- Career & Professional Development
- Term I & II Comprehensive Exams
- Term I & II Practicum Preparation
- Pacific Dental Conference



• Health Care Assistant

31 Weeks - 8 Weeks Practicum Included

The Health Care Assistant Diploma Program exemplifies an approach to education that is dynamic, progressive and collaborative. Our curriculum involves many aspects of health care and incorporates flexibility to keep pace with changes in the Canadian health care system. Health Care Assistants are prepared to work in both health care facilities and community agencies. As a Health Care Assistant (HCA) you will provide personal care assistance and services in a caring manner that recognizes and supports the unique needs, abilities and backgrounds of clients and residents. You may choose to work in resident care facilities, hospitals, home support services or other community agencies. As a Health Care Assistant, you are an integral part of the health care team. You would provide support for chronic conditions and facilitate community and residential living where there is less need for acute medical attention. To work in this dynamic environment with a varied team of medical and support staff, you must be versatile, competent and confident. This Diploma Program is designed to equip you for employment in settings where there are chronic conditions requiring

supportive and/or rehabilitative medical and non-medical attention over an extended period of time.

This program runs on a 6.5 hour per day schedule, with one of the following schedules:

- 7:30 a.m. to 2 p.m.
- 11:00 a.m. to 5:30 p.m.
- 4:00 p.m. to 10:30 p.m.

The shift will be dependent on the campus that the student attends. Students must also be prepared to attend 2 hours a week to volunteer sessions at a care facility during their program. These volunteer sessions are arranged by the college and help students in developing their communication skills with the residents of care facilities prior to their clinical placement. The Health Care Assistant Program delivered by MTI Community College has been granted a full, five year recognition status by the BC Care Aide & Community Health Worker Registry. Graduates of the Health Care Assistant Program delivered by MTI Community College are eligible for registration with the BC Care Aide & Community Health Worker Registry.

Curriculum

- | | | |
|---|--|---|
| • Introduction to Technology | • Healing 1 - Medical Terminology / Anatomy and Charting | • Healing 3A - Personal Care & Assistance |
| • Health 1 - Interpersonal Communications | • Healing 1B - Common Health Challenges | • Healing 3B - Home Support Care and Assistance |
| • Health 2 - Lifestyle & Choices | • Healing 2 - Caring for Individuals | • Medication Administration Assistance |
| • Health and Healing: Concepts of Practice | • Experiencing Cognitive and Mental Challenges | • Clinical Placement I & II |
| • Health Care Assistant
- Introduction to Practice | | • Career & Professional Development |

• Medical Office Assistant

30 Weeks - 4 Weeks Practicum Included

As a graduate from our Medical Office Assistant program, you will be competent in all administrative and clinical functions necessary to obtain employment as a Medical Office Assistant. With the emergence of electronic medical records, our up-to-date curriculum and computer training will prepare you to be responsible for the efficient operation of a medical office. Your specialized studies will include medical terminology, anatomy and disease, pharmacology, computerized scheduling, interactive computerized billing, telephone triage, office accounting and communications necessary to function effectively in a medical office. Qualified instructors with extensive clinical experience will ensure that you receive the training required to support

physicians and prepare you to be effective and efficient on the front lines of patient care. You will be qualified to perform many tasks, such as taking vital signs, assisting with minor surgical procedures and tests, and performing patients' urinalyses.

When you have successfully completed the program, you will be qualified to work in many different settings such as: medical offices, walk in clinics, chiropractic or physiotherapy offices, insurance agencies, hospitals and other areas in the health care profession.

You finish your program with a four week practicum in a medical office, and follow that with career preparation where we will help you with your resume and assist you in finding employment as a Medical Office Assistant.

Curriculum

- Medical Terminology
- Anatomy & Disease
- Pharmacology
- Windows
- Keyboarding
- Word Levels I & II
- Excel Levels I & II
- Medical Office Procedures
- Medical Transcription
- Medical Office Accounting
- Clinical Testing
- Medical Billing
- Practicum
- Career & Professional Development



• Medical Administrative Assistant

40 Weeks - 4 Weeks Practicum Included

As a graduate from our Medical Administrative Assistant program, you will be competent in all administrative and clinical functions necessary to obtain employment as a Medical Administrative Assistant. Medical Administrative Assistants perform a variety of tasks necessary to run a medical office or within an insurance or related hospital department.

In a large medical office, the medical administrative specialist will focus on more of the non-patient, office duties working more directly with the administrative team of the facility such as receptionists and schedulers working at the reception desk and scheduling appointments. In a small office, the medical administrative specialist's job many include a greater variety of duties, including transcribing reports, composing and processing correspondence, accounting for payments and posting charges, completing insurance forms, coordinating patient care, scheduling patient appointments, recording and delivering messages, maintaining financial records, maintaining patient files, making calls for physicians, arranging hospital admissions, and arranging physicians' meetings/conferences.

In the fast-growing healthcare field, you will find employment as a medical administrative assistant in physicians' offices, health clinics, outpatient facilities, medical laboratories, hospitals, health insurance companies, medical supplies and equipment businesses, as well as pharmaceutical companies. This program offers you the clerical, administrative and medical skills to be successful in this field. Your specialized studies will include medical terminology, anatomy and disease, pharmacology, computerized scheduling, interactive computerized billing, telephone triage, office accounting and communications, and in-depth training on the Microsoft Office programs.

You will finish your program with a four week practicum in a medical office setting, and follow that with career preparation where we will help you with your resume and assist you in finding employment as a Medical Administrative Assistant.

Curriculum

- Windows
- Outlook
- Keyboarding
- Word Levels I & II
- Excel Levels I & II
- Access Levels I & II
- PowerPoint Levels I & II
- MS Integration
- MS Publisher
- Principles of Accounting
- Administrative Skills
- Medical Terminology
- Anatomy & Disease
- Pharmacology
- Medical Office Procedures
- Medical Office Accounting
- Medical Transcription
- Clinical Testing
- Medical Billing
- Practicum
- Career & Professional Development

• Medical Dental Administration

35 Weeks - 5 Weeks Practicum Included

As a graduate from our Medical Dental Administration program, you will be competent in all administrative and clinical functions necessary to obtain employment in either a medical or dental office setting. With the emergence of electronic medical records, our up-to-date curriculum and computer training will prepare you to be responsible for the efficient operations of a medical or dental office. This program offers you the clerical, administrative and medical and dental skills to be successful in the field.

Your specialized studies will include medical and dental terminology, anatomy and disease, pharmacology for medical and dental offices, computerized scheduling, interactive computerized billing for medical and dental offices, medical and dental office administration as well as insurance.

Qualified instructors with extensive clinical experience will ensure that you receive the training required to support physicians and dentists and put you on the front lines of patient care.

When you have successfully completed the program, you will be qualified to work in many different settings such as: medical offices, walk in clinics, chiropractic or physiotherapy offices, insurance agencies, hospitals, dental offices, dental supply companies and other areas in the health care profession.

You finish your program with two practicums: one in a medical setting and one in a dental setting. Your final course in the program will give you the career preparation skills necessary to find employment in your new career as a Medical Dental Receptionist.

Curriculum

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|-----------------------|-----------------------------|-------------------------------------|
| • Medical Terminology | • Word Levels I & II | • Clinical Testing |
| • Anatomy & Disease | • Excel Levels I & II | • Medical Billing |
| • Pharmacology | • Medical Office Procedures | • Practicum |
| • Windows | • Medical Transcription | • Career & Professional Development |
| • Keyboarding | • Medical Office Accounting | |
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Testimonials

I was researching what profession would suit me, and decided to come to MTI because it was the right fit for what I wanted to do. My time at MTI was great! I will be sad to not see my fellow students and the great teaching staff anymore. I really appreciate everything I learned through this experience. My instructors were amazing, like very close friends. They made learning fun and easy. My favourite parts of the program included specimen collection, ECGs, and pharmacology. I think the small class sizes and in-depth training give the best advantage for the work field. I already have a job, working at Surrey Memorial Hospital. I would like to thank all my teachers for their efforts. I never thought I would graduate with honors, but thanks to them, I did!

- Stefanie Z., Medical Lab Assistant



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• Office Administration

30 Weeks - 4 Weeks Practicum Included

This program offers you the clerical, administrative, word processing and basic bookkeeping knowledge and skills necessary to gain employment in today's competitive business environment. The Administrative Assistant Program is offered in a self-directed learning format and is not a lecture-based program. Students will be required to attend an extra four 1 hour sessions outside of regular class hours to meet the Business Seminar sessions of this program. During the seminars students may cover topics such as effective communication skills, telephone technique, critical thinking and problem solving in the workplace.

The objective of the program is to give you hands-on training in various key administrative areas of a business. You will be trained in word processing, spreadsheets, databases and other relevant software, as well as bookkeeping concepts, Quickbooks computerized accounting and administrative skills.

After successful completion of your core courses you will complete a 4 week practicum in a business environment. Your final week of learning will focus on your Career & Personal Development course that will prepare you to write an effective cover letter and resume, to develop job interview skills and to learn how to search for job opportunities.

Career paths can be pursued in small, medium and large size businesses. As a successful graduate you are prepared to work in administrative positions in businesses, public and private companies, community organizations and educational institutions.

Curriculum

- | | | |
|----------------------------|----------------------------|-------------------------------------|
| • Windows | • MS Integration | • Sage 50 (Simply Accounting) |
| • Outlook | • MS Publisher | • Administrative Skills |
| • Word Levels I & II | • Business Math | • Business Seminars |
| • Excel Levels I, II & III | • Business English | • Keyboarding |
| • Access Levels I & II | • Principles of Accounting | • Practicum |
| • PowerPoint Levels I & II | • QuickBooks | • Career & Professional Development |
-



• Business Administration

33 Weeks - 4 Weeks Practicum Included

This diploma program is designed to provide you with a broad skill set in business administration. The Business Administration Program is offered in a self-directed learning format and is not a lecture based program. Students will be required to attend an extra four 1 hour sessions outside of regular class hours to meet the Business Seminar sessions of this program. During the seminars students may cover topics such as effective communication skills, telephone technique, critical thinking and problem solving in the workplace. You will be trained in word processing, spreadsheets, databases, presentations, business math, business English, bookkeeping and computerized accounting concepts. These skills will give you the competence and ability to thrive in any business environment.

After successful completion of your core courses you will complete a 4 week practicum in a business environment. Your final week of learning will focus on your Career & Personal Development course that will prepare you to write an effective cover letter and resume, to develop job interview skills and to learn how to search for job opportunities.

Upon graduation you will be prepared to begin a career as an office administrator, inventory controller, accounting/bookkeeping assistant, customer service representative or business owner. As a successful graduate you will be prepared to work in public and private companies, community organizations and educational and financial institutions.

Curriculum

- | | | |
|----------------------------|--|-------------------------------------|
| • Windows | • MS Publisher | • Administrative Skills |
| • Outlook | • Business Math | • Keyboarding |
| • Word Levels I & II | • Business English | • Business Seminars |
| • Excel Levels I, II & III | • Principles of Accounting | • Practicum |
| • Access Levels I & II | • QuickBooks | • Career & Professional Development |
| • PowerPoint Levels I & II | • Sage 50 (Simply Accounting) & Certification Exam | |
| • MS Integration | | |



• Business Management

41 Weeks - 4 Weeks Practicum Included

This diploma program is designed to provide you with a broad skill set in business management. The BM program has a self-directed learning foundation and supplemented with eight weeks of lecture based instruction for the more complex courses. This allows the students to collaborate and work together and discuss topics and concepts just as they would in a business meeting or strategic planning exercise. Students will be required to attend an extra four 1 hour sessions outside of regular class hours to meet the Business Seminar sessions of this program. During the seminars students may cover topics such as effective communication skills, telephone technique, critical thinking and problem solving in the workplace.

You will be trained in word processing, spreadsheets, databases, presentations, business math, business English, bookkeeping, computerized accounting

concepts, sales and marketing, and supervisory skills. These skills will give you the competence and ability to thrive in any business environment.

After successful completion of your core courses you will complete a 4 week practicum in a business environment. Your final week of learning will focus on your Career & Personal Development course that will prepare you to write an effective cover letter and resume, to develop job interview skills and to learn how to search for job opportunities.

Upon graduation you will be prepared to begin a career as an office administrator, inventory controller, accounting/bookkeeping assistant, customer service representative or business owner. As a successful graduate you will be prepared to work in public and private companies, community organizations and educational and financial institutions.

Curriculum

- | | | |
|----------------------------|---|-------------------------------------|
| • Windows | • Business Math | • Business Seminars |
| • Outlook | • Business English | • Fundamentals of Business |
| • Word Levels I & II | • Principles of Accounting | • Marketing |
| • Excel Levels I, II & III | • QuickBooks | • Supervisory Skills |
| • PowerPoint Levels I & II | • Sage 50 (Simply Accounting)
& Certification Exam | • Keyboarding |
| • MS Integration | • Administrative Skills | • Practicum |
| • MS Publisher | | • Career & Professional Development |
-

• Payroll Certification

17 Weeks

This 15 week program is designed for those that already have business experience, but are looking to advance their skill sets in the area of payroll administration.

In this program you will take a basic bookkeeping course and the 3 payroll courses required for payroll certification. You will complete your program with a Career & Personal Development course that will prepare you to write an effective cover letter and resume, to develop job interview skills and to learn how to search for job opportunities.

Career paths can be pursued as a payroll clerk, payroll and benefits administrator or payroll administrator in medium and large size businesses or you can utilize all these skills in your own business. As a successful graduate you will be prepared to work in government offices, public and private companies, community organizations and educational institutions.

Payroll Certification: Successful graduates of this program will meet the program requirements to receive the Payroll Compliance Practitioner Certification (PCP) issued by the Canadian Payroll Association (CPA). The certification is nationally recognized as the standard of excellence for payroll training. Graduates will be required to have completed 1 year of payroll work experience within 5 years before or after the completion of all payroll courses in order to apply for certification.

Curriculum

- | | | |
|---|---------------------------|-------------------------------------|
| • Principles and Applications of Accounting | • Payroll Fundamentals I | • Career & Professional Development |
| • Payroll Compliance Legislation | • Payroll Fundamentals II | |
-

• Accounting & Payroll

41 Weeks - 4 Weeks Practicum Included

A diploma in accounting and payroll will provide you with a well rounded exposure to the professional business environment and will give you the skills for successful careers in accounting and payroll administration. The Accounting and Payroll Administrator Program is offered in a self-directed learning format and is not a lecture based program. Students will be required to attend an extra four 1 hour sessions outside of regular class hours to meet the Business Seminar sessions of this program. During the seminars students may cover topics such as effective communication skills, telephone technique, critical thinking and problem solving in the workplace.

This comprehensive program will train you in-depth in MS Office, business math, business English, bookkeeping, computerized accounting concepts and payroll administration. These skills will give you the competence and ability to thrive in a wide assortment of careers in the business and accounting fields, as well as payroll administration.

After successful completion of your core courses you will complete a 4 week practicum in a business environment. Your final week of learning will focus on your Career & Personal Development course that will prepare you to write an effective cover letter and resume, to develop job interview skills and to learn how to search for job opportunities. Career paths can be pursued as accounting and payroll clerks in medium and large size businesses or you can utilize all these skills in your own business. As a successful graduate you will be prepared to work in government offices, public and private companies, community organizations and educational institutions.

Payroll Certification: Successful graduates of this program will satisfy the education requirements for the Payroll Compliance Practitioner Certification (PCP) issued by the Canadian Payroll Association (CPA). Graduates will be required to have completed 1 year of payroll work experience within 5 years before or after the completion of all payroll courses in order to apply for certification.

Curriculum

- | | | |
|----------------------------|--------------------------------------|-------------------------------------|
| • Windows | • MS Integration | • Sage 50 (Simply Accounting) |
| • Outlook | • Principles of Accounting | • & Certification Exam |
| • Word Levels I & II | • Business Math | • Business Seminars |
| • Excel Levels I, II & III | • Payroll Compliance Legislation | • Keyboarding |
| • Access Levels I & II | • Payroll Fundamentals Levels I & II | • Practicum |
| • PowerPoint Level I | • QuickBooks | • Career & Professional Development |
-





Testimonials

Before I came to MTI, I was working full time as a hairdresser. I wanted to get into the business field without committing to a four-year bachelor's program. My experience at MTI was a lot different than I expected it to be. My instructors were very helpful and approachable. I would recommend MTI because every student gets a lot of one-on-one time with teachers if help is needed.

- Kate B., Business Management



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4. The Faculty of Tourism & Hospitality

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• Hospitality Operations

25 Weeks - 4 Weeks Practicum Included

The Hospitality industry consists of lodging and food and beverage operations and this program will prepare you to work in these settings.

The purpose of this program is to prepare graduates to succeed in a wide variety of areas within the Hospitality industry. The program is structured as a computer based learning model, which allows students to spend the time they need to be successful in various areas of the curriculum. The hospitality industry is British Columbia's number one employer and to benefit from these exciting hospitality career

opportunities you need to start your training and career now. The college also provides Guest Service Gold training, a new guest service training program developed by the Educational Institute that shows students how to achieve a new standard of exceptional service based on emotionally engaging with guests in memorable ways. Graduates in the Hospitality Operations Certificate Program will receive certification from the prestigious Educational Institute of American Hotel and Lodging Association (AH&LA). MTI further enhances your training with a 90 hour hands-on practicum.

Curriculum

- Word Level I
- Excel Level I
- Introduction to the Hospitality Industry
- Front Office Procedures
- Leadership and Management
- Basic Hotel and Restaurant Accounting
- Housekeeping Management
- Marketing of Hospitality Services
- Hospitality Supervision
- Food & Beverage Management
- Certification Workshops
- Practicum
- Career & Professional Development

• Hospitality Management

37 Weeks - 4 Weeks Practicum Included

The world of Hospitality is an industry full of exciting opportunities for graduates of this Diploma program. The Hospitality industry consists of lodging operations, and food and beverage operations, and this program will prepare you to work in any of these settings. The purpose of MTI's program is to prepare graduates to succeed in a wide variety of areas within the Hospitality industry. The program is structured as a computer based learning model which allows students to spend the time they need to be successful in various areas of the curriculum. A Diploma in Hospitality from MTI allows you to work anywhere in the world in a wide variety of hospitality career options. Along with your

Diploma from MTI, when you graduate you will receive a certificate in Food Safe, a Serving It Right Certificate and 13 Certificates from the American Hotel and Lodging Association. The college also provides Guest Service Gold training, a new guest service training program developed by the Educational Institute that shows students how to achieve a new standard of exceptional service based on emotionally engaging with guests in memorable ways. To benefit from these career opportunities you need to start your training and career now. The Hospitality Management program includes a 120 hour practicum opportunity.

Curriculum

- Word Level I
- Excel Level I
- Introduction to the Hospitality Industry
- Front Office Procedures
- Leadership and Management
- Basic Hotel and Restaurant Accounting
- Housekeeping Management
- Marketing of Hospitality Services
- Hospitality Supervision
- Food & Beverage Management
- Contemporary Club Management
- Hospitality Facilities Management
- Convention Management & Service
- Certification Workshops
- Human Resources Management
- Security & Loss Prevention Management
- Practicum
- Career & Professional Development



• Tourism & Hospitality Management

67 Weeks - 7 Weeks Practicum Included

With the city of Vancouver having acting as host city for high profile world events such as the 2010 Winter Olympics and the 2015 FIFA Women's World Cup. There will be increasing demand for Travel and Tourism employees as the industry grows from its international exposure. You will gain business and field related theory and practical skills necessary for success in your new career. As part of your hands-on training you will learn both Apollo and Sabre the two main computer reservation systems used in the Canadian travel industry. The program structure is both lecture and computer-based learning. After successful completion of this program you will sit the CTC exam. Graduates in the Tourism &

Hospitality Management Diploma Program will receive certification from the prestigious Educational Institute of American Hotel and Lodging Association (AH&LA). Your career in Tourism and Hospitality Management will prepare you to work in a wide variety of careers in the tourism industry such tour operators, cruise specialists, airline reservation agents, airport gate agents, travel counsellors and hotel front desk agents. Start your training in Tourism and Hospitality Management and be one step closer to a rewarding and challenging career in a fast paced and dynamic industry.

Curriculum

- | | | |
|--------------------------------------|--|--|
| • Fundamentals of Tourism | • Excel Level I | • Hospitality Facilities Management & Design |
| • Tour Operations | • PowerPoint Level I | • Convention Management & Service |
| • World Destinations I & II | • Introduction to the Hospitality Industry | • Human Resources Management |
| • Airline Ticketing – Apollo / Sabre | • Leadership and Management | • Certification Workshops |
| • Road Travel & Accommodations | • Basic Hotel & Restaurant Accounting | • Security & Loss Prevention Management |
| • Rail Transportation | • Housekeeping Management | • Tourism Practicum |
| • Cruise Industry | • Marketing of Hospitality Services | • Hospitality Practicum |
| • Adventure Tourism | • Hospitality Supervision | • Career & Professional Development |
| • Front Office Procedures | • Food & Beverage Management | |
| • Sales & Marketing | • Contemporary Club Management | |
| • Word Level I | | |

• Travel & Tourism

35 Weeks - 4 Weeks Practicum Included

MTI's Travel and Tourism Diploma Program will give you the skills needed to work in the fast growing tourism industry. You will gain business and field related theory and practical skills necessary for success in your new career in Travel and Tourism. As part of your hands-on training you will learn both Apollo and Sabre the two main computer reservation systems used in Canadian travel agencies. This program is endorsed by the Association of Canadian Travel Agencies (ACTA) and is recognized worldwide. After successful

completion of this program you will sit the Certified Travel Counsellor CTC exam.

Your career in Travel and Tourism will prepare you to work in a wide variety of careers in the tourism industry such as tour operators, cruise specialists, airline reservation agents, airport gate agents, travel counsellors and hotel front desk agents. Start your training in Travel and Tourism and be one step closer to a rewarding and challenging career in a fast paced and dynamic industry.

Curriculum

- | | | |
|--------------------------------------|---------------------------|-------------------------------------|
| • Fundamentals of Tourism | • Rail Transportation | • Word Level I |
| • Tour Operations | • Cruise Industry | • Excel Level I |
| • World Destinations I and II | • Adventure Tourism | • PowerPoint Level I |
| • Airline Ticketing - Apollo / Sabre | • Front Office Procedures | • Practicum |
| • Road Travel & Accommodation | • Sales & Marketing | • Career & Professional Development |
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• Professional Business Management Work Experience

63 Weeks - 12 Weeks Co-op Included

The Professional Business Management Work Experience program is designed to provide you with a broad skill set in business management. This program is offered in both a self-directed learning format and lecture based format. There are 5 courses in the program that follow the lecture based format and the remaining courses are in self-directed learning format. Students will be required to attend an extra four 1 hour sessions outside of regular class hours to meet the Business Seminar sessions of this program. During the seminars students may cover topics such as effective communication skills, telephone technique, critical thinking and problem solving in the workplace.

You will be trained in word processing, spreadsheets, databases, presentations, business math, business English, business skills, human resource management, business communication, bookkeeping, computerized accounting concepts, sales and marketing, and supervisory skills. These skills will give you the competence and ability to thrive in any business environment. After successful completion of your core courses you will complete a paid or unpaid 12 week business co-op.

Your final week of learning will focus on your Career & Personal Development course that will prepare you to write an effective cover letter and resume, to develop job interview skills and to learn how to search for job opportunities within Canada.

Curriculum

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|--------------------------------|---|-------------------------------------|
| • Windows | • MS Publisher | • Human Resources Management |
| • Outlook | • Business Math | • Marketing |
| • Keyboarding | • Business English | • Supervisory Skills |
| • Word Levels I, II & III | • Principles & Applications of Accounting | • Advanced Business Communications |
| • Excel Levels I, II, III & IV | • QuickBooks | • Business Work Experience |
| • Access Levels I, II & III | • Sage 50 (Simply Accounting) | • Career & Professional Development |
| • PowerPoint Levels I & II | • Administrative Skills | |
| • MS Integration | • Fundamentals of Business | |

• Business Operations Work Experience

48 Weeks - 22 Weeks Co-op Included

The Business Operations Work Experience program is designed to provide you with a broad skill set in business operations. This program is offered in both a self-directed learning format and lecture based format. There are 5 courses in the program that follow the lecture based format and the remaining courses are in self-directed learning format. Students will be required to attend an extra four 1 hour sessions outside of regular class hours to meet the Business Seminar sessions of this program. During the seminars students may cover topics such as effective communication skills, telephone technique, critical thinking and problem solving in the workplace.

You will be trained in word processing, spreadsheets, presentations, business English, sales and marketing, business communications and supervisory skills. These skills will give you the competence and ability to thrive in a business environment.

After successful completion of your core courses you will complete a paid or unpaid 22 week business co-op. Your final week of learning will focus on your Career & Personal Development course that will prepare you to write an effective cover letter and resume, to develop job interview skills and to learn how to search for job opportunities.

Curriculum

- | | | |
|----------------------------|----------------------------|---------------------------------------|
| • Word Level I | • Quickbooks | • Advanced Business Communications |
| • Excel Level I | • Simply Accounting | • Human Resources Management |
| • PowerPoint Level I | • Business Seminars | • Business Work Experience - 22 weeks |
| • Access Level I | • Fundamentals of Business | • Career & Professional Development |
| • Business English | • Marketing | |
| • Principles of Accounting | • Supervisory Skills | |

• Post Graduate Certificate in Nursing Administration & Practice

45 Weeks

81 Weeks - 36 Weeks Co-op Included

This post-graduate certificate program provides comprehensive training for internationally trained nurses in how to adapt to Canadian best practices in nursing. This program prepares internationally trained nurses for roles within the Canadian health care system. Students will develop critical thinking skills used in nursing and will develop cultural awareness and administration skills that are an important part of nursing in Canada. During the program students will work on test taking strategies and nursing topics that are essential in successfully passing the National Council Licensure Examination - RN (NCLEX-RN). Internationally educated Registered Nurses (RN) are required to pass the NCLEX-RN before they can practice as a nurse in Canada. The examination measures the competencies required of nurses for safe and effective practice. This program was designed to upgrade your skills in nursing language to meet Canadian standards in preparation of taking the NCLEX-RN.

Students should be prepared to attend classes 30 hours per week and then do additional study hours of 20-30 hours per week. Student success on the exam is determined by the amount of time students put into practicing their English,

reviewing the Canadian Nursing system and practicing NCLEX sample exam questions.

In order to work as an RN in Canada, Internationally Educated Nurses (IENs) must complete a **4 stage application process**. This program prepares students to take the RN exam and achieve a passing grade which is a requirement of the application process:

Stage 1: Apply to National Nursing Assessment Service (NNAS) test

Stage 2: Apply to College of Registered Nurses of British Columbia (CRNBC)

Stage 3: Complete a Substantially Equivalent Competency (SEC) assessment (if applicable)

Stage 4: Assessed registration requirements (supplementary education and NCLEX-RN)

• For more information on the registration requirements and application process visit CRNBC's website at www.crNBC.ca

• This program is available with co-op at 81 weeks or without co-op at 45 weeks

Curriculum

- | | | |
|--|---|--|
| • Preparation for the CRN Exam | • Neoplastic Disorders | • Complications of Pregnancy, Labour & Birth |
| • Nursing Administration / Core Values and Ethics | • Circulatory System & Major Disorders | • High Risk Pregnancy, Labour & High Risk Newborns |
| • Competencies & Professional Practice | • Respiratory System & Major Disorders | • Family Planning & Women's Health |
| • Nursing roles and Practice Settings | • Endocrine System & Major Disorders | • Special Needs & Health Problems |
| • General Practice & Nursing Specialties | • Integumentary System & Major Disorders | • Children's Health Problems |
| • Standards of Practice / Alterations in Health | • Urinary/Reproductive System & Major Disorders | • Psychiatric / Mental Health Counseling |
| • Illness Prevention Across the Lifespan / Infection | • Gastrointestinal System & Major Disorders | • Classification of Mental Disorders & Psychotic Disorders |
| • Growth and Development | • Neuromusculoskeletal System & Major Disorders | • Client Focused Care / Nursing Interview Preparation |
| • General Nursing Care & Perioperative Care | • Women's Health and Childbearing | |



• Hospitality Management Work Experience

61 Weeks - 28 Weeks Co-op Included

MTI's Hospitality Management Work Experience Program is designed for International students that want to acquire Canadian skills and knowledge in the hospitality industry. The world of Hospitality is a fast growing industry full of exciting opportunities for graduates of this Diploma program. The Hospitality industry consists of lodging and food and beverage operations and this program will prepare you to work in any of these settings.

The city of Vancouver continues to see a growth in this industry, after the 2010 Olympics put Vancouver on the world stage. Graduates in the Hospitality Management Diploma Program will receive certification from the prestigious Educational Institute of American Hotel and Lodging Association (AH&LA). MTI further enhances your training with a 28 week paid or unpaid work experience (maximum 560 hours) in a hospitality setting.

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|---|--|--|
| <ul style="list-style-type: none"> • Word Level I • Excel Level I • Introduction to the Hospitality Industry • Front Office Procedures • Leadership and Management • Basic Hotel and Restaurant Accounting • Housekeeping Management | <ul style="list-style-type: none"> • Marketing of Hospitality Services • Hospitality Supervision • Food & Beverage Management • Contemporary Club Management • Hospitality Facilities Management & Design • Convention Management & Services | <ul style="list-style-type: none"> • Certification Workshops • Human Resources Management • Security & Loss Prevention Management • Work Experience • Career & Professional Development |
|---|--|--|
-

• Tourism & Hospitality Work Experience

88 Weeks - 28 Weeks Co-op Included

MTI's Tourism and Hospitality 2 year Diploma Work Experience Program is designed for International students that want to acquire Canadian skills and knowledge in the fast growing tourism/hospitality industry. You will gain business and field related theory and practical skills necessary for success in your new career. As part of your hands-on training you will learn both Apollo and Sabre the two main computer reservation systems used in the Canadian travel industry. After successful completion of this program you will sit the Certified Travel Counsellor (CTC) exam.

Graduates in the Tourism & Hospitality Management Diploma Program will receive certification from the prestigious Educational Institute of American Hotel and Lodging Association (AH&LA). Your career in Tourism and Hospitality Management will prepare you to work in a wide variety of careers in the tourism industry such as tour operators, cruise specialists, airline reservation agents, airport gate agents, travel counsellors, hotel front desk agents, housekeeping attendants, bellperson or catering assistants.

Start your training in Tourism and Hospitality Management and be one step closer to a rewarding and challenging career in a fast paced and dynamic industry. This program includes one 3 week un-paid practicum in a Tourism setting and a 26 weeks paid or unpaid Work Experience in a Hospitality setting.

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- | | | |
|--|--|--|
| <ul style="list-style-type: none"> • Fundamentals of Tourism • Tour Operations • World Destinations I and II • Airline Ticketing – Apollo / Sabre • Road Travel & Accommodations • Rail Transportation • Cruise Industry • Adventure Tourism • Front Office Procedures • Sales & Marketing | <ul style="list-style-type: none"> • Word Level I • Excel Level I • PowerPoint Level I • Introduction to the Hospitality Industry • Leadership & Management • Housekeeping Management • Basic Hotel and Restaurant Accounting • Marketing of Hospitality Services • Hospitality Supervision • Food and Beverage Management | <ul style="list-style-type: none"> • Contemporary Club Management • Hospitality Facilities Management & Design • Convention Management & Service • Certification Workshops • Human Resources Management • Security & Loss Prevention Management • Tourism Practicum • Hospitality Co-Op • Career & Professional Development |
|--|--|--|
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Testimonials

I really enjoyed studying at MTI, My instructor was amazing. All my classmates were very friendly and supportive. I also really appreciated all the support from the campus director. I learned how wonderful emergent curriculum is. Overall, studying at MTI was a great experience for me.

Kaori K., *Early Childhood Care & Education*



Testimonials

I am currently working as Registered Practical Nurse in Ottawa Ontario. I Graduated from MTI Community College last year. The program offered a wide range of knowledge and skill into my work environment. The staff members were very approachable and excellent. I had wonderful classmates and enjoyed all activities. I am Truly missing all of them now. A very special thanks to my Instructor Jackie, for doing her best to help us be successful in our careers.

Jackie J., Post Graduate Certificate in Nursing administration and Practice





MTI COMMUNITY COLLEGE CAMPUSES

- Vancouver 604-682-6020
- Burnaby 604-437-6030
- Surrey 604-583-6020
- North Road 604-559-6020
- Abbotsford 604-864-8920
- Chilliwack 604-392-6020



www.MTICC.com